

# Verifying and Editing the Teacher List (For Campus Administrators)



The first thing that must be done at the campus level is verifying and editing the faculty list for each individual campus.

- This task must be completed by the Principal.
- Before beginning this process, have a current and complete list of ALL campus teachers, regardless of their subject area, and the librarian.
- In order to complete this task, you must have your STaR Chart Username and Password. Refer to the "I Don't Know My STaR Chart Password" handout on the ITLS STaR Chart website, <https://saisd.pbworks.com/STaR-Chart> (Administrator Section), for help if needed.

1. Using a computer that is connected to the Internet, go the STaR Chart website, <http://starchart.esc12.net/Login.aspx> and login.

A screenshot of the STaR Chart login page. The page has a blue header with the "STAR CHART" logo and the Texas Education Agency logo. Below the header, there are three main sections: "User Info", "Login", and "Further Info". The "Login" section contains a "Username:" field with the text "015907xxx" and a "Password:" field with four dots. A red circle highlights the "Login" button. Below the "Login" section, there is a "Forgot your Password?" link and a text box that says "Enter your StarChart username below. We will send the password via email to the address associated with your account."

2. Enter the campus username, 015907xxx, the last three digits being your campus number
3. Enter the password, as below and click on Login

A screenshot of the STaR Chart Teacher List page. The page has a blue header with the "STAR CHART" logo and the Texas Education Agency logo. Below the header, there are three main sections: "User Info", "Teacher List", and "Profile Update". The "Teacher List" section is highlighted with a red circle. Below the "Teacher List" section, there is a "Campus:" field with a dropdown menu. A red arrow points to the dropdown menu, and a red circle highlights the "Teacher List" link in the header. Below the "Campus:" field, there are two red arrows pointing to the "Campus Username" and "Name of Campus" fields. The "Campus Username" field contains the text "015907xxx" and the "Name of Campus" field contains the text "Any SAISD School".

4. After accessing this page, click on the **TEACHER LIST** link just below the header.

- The roster of teachers expected to complete the Assessment are displayed in the resulting window.

The screenshot shows the STAR CHART Texas Education Agency interface. At the top, there's a header with the STAR CHART logo and the Texas Education Agency logo. Below the header, there are navigation links: Campus Home, Teacher List, and Profile Update. The main content area is divided into sections: User Info, Campus, and Further Info. The User Info section shows a username (015907xxx) and a link to 'Any SAISD School logout'. The Campus section has a dropdown menu for 'Campus' and a link to 'Add a Teacher to my list...'. The Further Info section has a link to 'Show Inactive Teachers'. Below these sections is a table of teachers. The table has columns: LastName, First Name, Active, Email, Username, and Submitted. The table lists several teachers, with their first names in alpha order. Annotations include: 'To add a teacher (not on the list)' pointing to the 'Add a Teacher' button; 'Select "Show Inactive Teachers" to display all inactive teachers.' pointing to the 'Show Inactive Teachers' checkbox; 'Teachers listed in Alpha order by last name, first name' pointing to the 'First Name' column; 'Email Address of teacher appears here.' pointing to the 'Email' column; 'Usernames appear here - notice the numeric endings of several' pointing to the 'Username' column; 'Only Active teachers are listed by default' pointing to the 'Active' column; and 'Edit a teacher on the list' pointing to the 'edit' link in the 'Submitted' column.

**STAR CHART** Texas Education Agency

● Campus Home ● Teacher List ● Profile Update

**User Info**

015907xxx ← *Campus Username*

Any SAISD School logout

**Further Info**

**Campus**

Add a Teacher to my list... ← *Name of Campus*

First: Last: Add Teacher

☐ Show Inactive Teachers

Select "Show Inactive Teachers" to display all inactive teachers.

LastName	First Name	Active	Email	Username	Submitted
Teachers listed in Alpha order by last name, first name		Y	Email Address of teacher appears here.	Usernames appear here – notice the numeric endings of several	edit
		Y			edit
		Y			edit
		Y			edit
		Y			edit
		Y			edit
		Y			edit
		Y			edit
		Y			edit
		Y			edit
		Y			edit

Only Active teachers are listed by default

Edit a teacher on the list

### To Add Teachers or Librarians that Do Not Currently Appear on the List:

- Compare the current list of faculty members against those listed on this site.
- If a teacher does not appear, click in the **"First Name"** entry box and enter the teacher's official first name.
- Click in the **"Last Name"** entry box and enter the teacher's official last name.
- Proofread the two names. If correct click on the **"Add Teacher"** button.
- The teacher is added to the list almost immediately.

### To Edit the Teachers that Appear on the List:

- If a teacher doesn't have an email address, this will need to be entered.
- Select the **"edit"** option to the right of the teacher. The following window appears:

Teacher Edit : Ingrid Alexander	
First Name:	Ingrid
Grade:	4
Email:	<input type="text" value="newemail@saisd.net"/>
Active Teacher:	<input checked="" type="checkbox"/>
Last Name:	Alexander
Subject:	Social Studies
<input type="button" value="Update"/>	

3. Enter the email address and click on the **“Update”** button. The change is made and you are returned to the full list of teachers.

### Notes concerning email addresses:

If a teacher is new to the campus this year and does not yet have an email address on the Teacher List, then he/she has not yet completed their profile.

You cannot change an address until the user has setup their profile.

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### To Change Active Teachers to Inactive and “Vise versa”

The following teacher no longer is on the campus or is on long term leave and will not return until after the deadline for completing the assessment.

1. Select the **“edit”** option at the end of the teachers information to display the following options:

Teacher Edit : Joseph Jones	
First Name:	Joseph
Grade:	
Email:	<input type="text"/>
Active Teacher:	<input checked="" type="checkbox"/>
Uncheck to Inactivate Teacher. Teacher email addresses can only be added when creating <a href="#">Teacher Profiles</a>	
<input type="button" value="Inactivate Teacher"/>	

Joseph Jones was a new teacher to our campus earlier in the year. A few weeks ago he was transferred to another campus. Therefore he needs to be inactive on our campus so we can accomplish the 100% requirement.

2. To make him inactive, remove the check box after **“Active Teacher:”**
3. Notice the text below the check box. Mr. Jones did not ever login to the STaR Chart server and complete his profile. The email address cannot be changed until the initial profile is completed by the teacher.

4. The only option for this teacher is “**Inactivate Teacher.**” If the teacher had completed the profile, the option would be “**Update.**” Theoretically, the email address and active status could be changed at the same time.

### **Another Possibility...**

A teacher appears Inactive that should be active. Open the “**edit**” option, add the check to the “**Active Teacher:**” box and **Update.**

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### **Forgotten Teacher Usernames**

Teachers will forget their Usernames from year to year. There is only one way for them to retrieve that forgotten information. **They must be told by the Principal.** Teacher Usernames must be retrieved from the Teacher List page.

**NOTE:** If a teacher comes to you from another campus, they cannot use the same Username as used on that campus. They must be added and a new Username generated. If the teacher has been marked Inactive by the previous campus, they will not be able to login. If they are not marked inactive they will count against the previous campus’ 100% requirement **OR** their assessment will count as part of that campus, not yours.

Be sure the list of teachers is 100% accurate. Double-check if necessary.